



March 4, 2009

JOB OPPORTUNITY

If you are seeking a challenging position, we have the ideal job for you.

CLASSIFICATION: *RESEARCH PROGRAM SPECIALIST I/II*

TENURE/TIME BASE: *PERMANENT FULL TIME*

BUREAU: *CALIFORNIA RESEARCH BUREAU*

MONTHLY SALARY: *RPS I - \$4833 - \$5784*
RPS II - \$5309 - \$6451
(Salary will be adjusted accordingly to comply with furlough program)

SUMMARY: The Research Bureau was created in 1991 within the California State Library to provide policy research, analysis, and information services that are timely, objective, non-partisan and confidential. The Bureau's staff responds to and anticipates issues which are subject to legislative resolution, and address policy issues of statewide importance in an interdisciplinary, integrative manner. The Research Bureau works exclusively and directly for members and committees of the California Legislature, and for the Governor's Office and other elected state Constitutional officials, in support of their responsibilities in proposing and evaluating legislation and public policy.

DUTIES:

Research Program Specialist I:

- Plans and organizes research studies and program evaluations requested by public officials.
- Independently develops and utilizes creative research methodology, techniques, and procedures in assigned topics.
- Reads, understands, and is able to apply large amounts of relevant research.
- Uses microcomputer software to carry out statistical and/or quantitative research.
- Evaluates the accuracy and validity of statistical data.
- Conducts research on multiple topics as requested by public officials.
- Compiles and interprets qualitative and/or quantitative information within a public policy context.
- Develops contacts within the policy and research communities.
- Writes correspondence in response to requests from public officials
- Prepares and makes formal presentation based on research.
- Prepared CRB research publications.
- Advises clients on issues related to policy development and formulation.
- Participates on tasks forces and advisory committees.
- Organized research seminars, forums, and panels.
- Reads major newspapers and periodicals, including electronic ones, to obtain policy-related information.
- Attends appropriate conferences, hearings, and meetings that provide contacts and policy-related information.
- Follows developments in specific fields through contacts and appropriate readings.

Research Program Specialist II:

- Plans, conducts, collaborates, and implements the most difficult research studies and program evaluations requested by public officials.
- Reads, understands, and is able to apply large amounts of relevant research.
- Uses microcomputer software to carry out statistical and/or quantitative research.
- Evaluated the accuracy and validity of statistical data.
- Conducts research on multiple topics as requested by public officials.
- Compiles and synthesizes large amounts of both qualitative and/or quantitative information.
- Interprets qualitative and/or quantitative information within a public policy context.
- Writes correspondence in response to requests from public officials.
- Provides expert consultation services to administration, department, staff, legislative bodies, commissions, and agencies.
- Prepares and makes formal presentations based on research.
- Prepares CRB research publications.
- Writes legislation at the request of a client
- Advises clients on issues related to policy development and formulation.
- Participates on task forces, and advisory committees.
- Organizes research seminars, forums, and panels.
- Reads major newspapers and periodicals, including electronic ones, to obtain policy-related information.
- Attends appropriate conferences, hearings, and meeting that provide contacts and policy related information
- Follow developments in specific fields through contacts and appropriate readings.

DESIRABLE QUALIFICATIONS:

- Knows how to deal with elected officials and their staff.
- Experience writing about research findings and work.
- Experience making public presentations.
- Experience using personal computers and software packages.
- Knows how to evaluate situations effectively and take appropriate action.
- Knowledge of research methods, techniques, application computerized models to research data; statistical and other methods used in the analysis and projection of data; survey methods and analytical techniques and operation research methods.
- Ability to communicate effectively both orally and in writing.
- Experience handling multiple projects with varying deadlines.
- Ability to act independently and have initiative.
- Ability to work with high-level state officials in a stressful high visibility environment.
- Able to work on multiple projects simultaneously.
- Able to handle appropriate criticism.
- Ability to work overtime as needed.
- Ability to travel and attend meeting on short notice.

APPLICATION PROCESS:

Individuals who are eligible for a list appointment, transfer or reinstatement to this class should send an application to the California State Library, Human Resources Services, Room 215, P.O. Box 942837, Sacramento, CA 94237-0001. **All applicants must clearly indicate the basis for their eligibility in “Examination(s) or Job Title(s) for which you are applying” on the standard application form (STD 678). Applications will be accepted until the position is filled. ALL APPOINTMENTS SUBJECT TO STATE RESTRICTIONS OF APPOINTMENTS (SROA) PROVISIONS. Applications will be screened and only the most qualified candidates will be interviewed.**

EQUAL OPPORTUNITY EMPLOYER